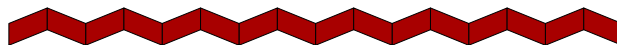




# PROTECT YOURSELF AND YOUR PROPERTY



## Safety & Security Fact Sheet

Safeguarding our property and ourselves is a concern to everyone. Follow these tips to help increase your personal level of protection.

### PERSONAL SAFETY

- ✓ Always be aware of your surroundings and who is around you.
- ✓ Carry your purse or briefcase close to your body. Do not flaunt cash or jewelry.
- ✓ Do not spend time fumbling for your keys. Have your keys in hand and ready when you arrive at your vehicle, your office, or your front door at home.
- ✓ If you are planning to work late, try to avoid parking far away from your work location. If necessary, take a break and move your vehicle closer to the building at the end of the workday.
- ✓ If you think someone is following you, drive to the nearest police station, fire station, or open business.
- ✓ Never feel reluctant to call security or the police if you sense an unsafe situation.
- ✓ Use the “buddy” system while working and when leaving the building.
- ✓ Vary your daily routine.
- ✓ Walk with purpose, with your head up, and move away from any suspicious persons. Do not look like a victim.
- ✓ Some confrontations are unavoidable and it is vital that you be prepared to minimize your risk of injury. Be willing to give up your valuables. A purse, wallet, or jewelry is not worth fighting for. If confronted, try to stay calm and mentally note your assailant’s appearance. Get to a phone and call 911 as soon as possible. Quick action in notifying the police will increase their chance of apprehending the suspect and preventing future victimization.

### PROTECTING PROPERTY

- ✓ Do not leave purses, wallets, or other small, easily concealed items out in the open. Put them in a desk or cabinet and if possible, lock them up.
- ✓ Do not leave computer disks or CDs where they can be stolen.
- ✓ Do not leave items of value close to windows or near open doors. A passerby can “snatch” items within easy reach.
- ✓ Keep a record of property descriptions, model numbers, and serial numbers.
- ✓ Maintain strict control of your keys.
- ✓ Mark or engrave personal property with your initials and the last four digits of your social security number.

### REMINDER

FCPS does not provide insurance coverage for employees’ personal property losses (theft, vandalism, or other damage) that occur on or off FCPS premises. Be very selective about what personal items you bring to your school or office, and take every precaution available to secure those items.

If you need assistance, call the security section at 571-423-2000.